

# 50 CONS FACT SHEET

## Sole Source Acquisitions

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10 U.S.C. 2304 requires, with certain limited exceptions, that contracting officers shall promote and provide for full and open competition in soliciting offers and awarding Government contracts.

**Sole Source Justification (SSJ):** When a customer specifies only one source is to be solicited and the estimated value of the purchase is between \$2,500 and \$100,000, that customer shall provide, as an attachment to the AF Form 9 or other purchase request, a justification containing the following information:

(1) A brief nontechnical description of the supplies/services to be acquired;

(2) A clear, concise statement of the facts justifying the award of a sole source contract. For example: if the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained; or if the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities and why these capabilities are essential for contract performance;

(3) A statement that the proposed sole source is the only known source that can satisfy the Government's requirement. However, statements such as "No other sources are considered qualified" shall not be considered a basis for sole source justification; and

(4) A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services (e.g., conducting a market survey to determine potential future sources).

This statement is not needed if an item is on GSA schedule and the customer desires that item from that vendor—just provide the GSA schedule number, vendor name, and a phone number on the Form 9.

**Justification and Approval (J&A):** When a requirement exceeds \$100K, and a sole source acquisition is desired or required, a J&A may be required. A J&A is a formal legal document which may require approval at MAJCOM or secretarial level. Consult with your contracting officer if you think a J&A might be needed.

For more information on competition requirements, see FAR Part 6.

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We hope the information in this Fact Sheet is helpful. Please e-mail your recommendations for improvement to [inmanjm@schriever.af.mil](mailto:inmanjm@schriever.af.mil)